

19 Aug 68

DD/S 68-4255

MEMORANDUM FOR: Director of Logistics

George:

These comments go only to the contents of the draft ExDir memorandum and the proposed Notice. They do not in any way detract from the significance and excellence of the data which has been assembled and the system which has been created for keeping it current and using it imaginatively. I am returning the draft memorandum and draft Notice to you for reworking. I believe that on re-reading and reconsideration you will agree that the memorandum can be sharpened and shortened. I mention in particular paragraph 4 which is not clear. Further, the first portion from the second sentence of paragraph 3 is troublesome.

The draft Notice is, I believe, much too long. The length is in part due to repetition of some ideas and points. We need to make this more straight-forward and hard hitting, identifying clearly the essential elements of the program and the responsibilities assigned to different elements.

Would you have your people take another shot at drafting these papers.

John W. Coffey

2 Atts

Att 1: Proposed Memo for DD/I, DD/P, DD/S&T, DD/S, and D/PPB, fr Ex. Dir. Compt., subj: Space

Att 2: Proposed HN, subj: Utilization and Acquisition of Space in the Headquarters Area

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Next 2 Page(s) In Document Exempt

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which include engineering studies, modification of structures (partitions, air conditioning, water, waste, etc.), installation of electrical power and telephone circuits, and relocation or acquisition of furniture and equipment.

R. L. BANNERMAN  
Deputy Director  
for Support

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- a. Increases in workload because of operational considerations.
- b. Shifts in organizational emphasis to comply with changes in policy.
- c. Relocation of component activities in the interest of seeking more effective management.

4. In recognition of this situation, each of you must consider and delineate the space limitations of long-range programs and projects. Accordingly, within each Directorate, every program and project submission to the appropriate approving authority should be accompanied by an assurance that the requested change can be accommodated within the space currently allocated to your Directorate. If, after a complete evaluation of utilization of space under the Directorate jurisdiction, a valid requirement still exists for additional space, extensive space alterations, renovation, or moving, the requirement and detailed justification will be transmitted to the Deputy Director for Support. Submissions which entail organizational changes, increases in personnel strength, or additional AWP equipment will be routed through and concurred in by the Office of Planning, Programming and Budgeting prior to submission to the Deputy Director for Support.

5. The Deputy Director for Support will examine space requirements and relate them to other known or projected requirements and available assets. He will identify space, suggest appropriate alternatives, develop preliminary cost estimates, and establish a time frame to satisfy the requirement. When the Deputy Director for Support has made a determination that space requirements can be accommodated, the approving official will be so notified.

6. I have instructed the Deputy Director for Support to publish a Headquarters Notice which will incorporate the intent of this memorandum and set forth procedures to be followed in requesting additional space.

L. K. White  
Executive Director-Comptroller